DOCUMENT RESUME

ED 393 515 JC 960 223

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TITLE Campus Protective Services: A Self-Instructional Training Course for Campus Security Personnel.
INSTITUTION California Community Coll. Police Chiefs Association, Sacramento.
PUB DATE 94
NOTE 71p.
PUB TYPE Guides - Classroom Use - Instructional Materials (For Learner) (051)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Community Colleges; Crime; *Crime Prevention; Criminal Law; Job Skills; *Job Training; *Law Enforcement; Police Action; *Police Education; School Personnel; School Safety; *School Security; *Security Personnel; Two Year Colleges

ABSTRACT

While most college campuses use non-sworn personnel, mostly students, to supplement regular security or peace officer personnel, there is no legal requirement or formal strategy for training these non-sworn officers. This handbook presents a self-instructional training course for non-sworn campus security personnel and was prepared to meet colleges' minimum training needs. Following a brief introduction and discussion of the proper implementation of the course, the following topics are addressed: (1) the role of the campus security officer (CSO); (2) CSO relations with campus and local police; (3) observation techniques and report writing; (4) strategies for questioning people; (5) loitering and trespassing violations; (6) limitations of CSO inspections; (7) CSO liability, including their potential criminal and civil liability; (8) issues related to making arrests; (9) criminal offenses, covering both misdemeanors and felonies; (10) arrest techniques and rules governing use of force; (11) methods for searching suspects; (12) disposition of a suspect, including handling suspects and transferring them to the police; (13) traffic control skills; and (14) parking enforcement guidelines. Each section provides study questions for students. The course's final examination and accompanying answer sheet, an answer key to the final exam, and a sample generic "Student Right to Know and Campus Security Act" policy are appended. (MAB)

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Campus Protective Services

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Campus Security Officer Training Course

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CAMPUS PROTECTIVE SERVICES

A SELF-INSTRUCTIONAL TRAINING COURSE FOR CAMPUS SECURITY PERSONNEL

Published by Training Management Systems,
P.O. Box 251 Blue Jay, CA 92317

There is no legal requirement to train non-sworn campus security personnel. Most campuses use non-sworn personnel, mostly students, to supplement regular security or peace officer personnel. This course is designed to meet very minimum training needs for non-sworn campus security personnel. The course has been reviewed by several college and university police/security directors who have provided valuable input.

I STEPS TO ADMINISTERING CAMPUS SECURITY OFFICER COURSE

Allow each person as much time as he or she needs to finish the examination.

1. Explain the reason for the Campus Security Officer Training Course and that a final score of 100% is recommended before you can allow the employee to patrol the campus. Explain that this is an open book examination, and that answers may be corrected. The course is intended to be a learning experience as well as a guide to understanding.

2. Supply each applicant with pencil and scratch paper as well as a Campus Protective Services answer sheet. A quiet place should be provided for the examination.

3. Have trainees read through to question #62. They should read the study material and answer the questions by writing on the scratch paper provided. You may answer any questions that may arise. You should inform applicants of your own campuses policies at this point. Discuss answers.

4. Review the most important points in the text:

   - A campus security officer is not a campus police officer.
   - A campus security officer's main responsibility is to protect the property and persons of the campus.
   - The main role of a campus security officer is **prevention.**
   - If prevention is not possible, the next step is to **observe** and **report.**
   - In reporting activity, a **fact** is an event which actually occurs. A **conclusion** is a belief one has as a result of the occurrence of certain facts.

- A campus security officer is an agent of the campus and can question people on the campus.

- A campus security officer may prevent someone from entering restricted areas of the campus by standing in his way.

- When inspecting a person's belongings, never touch anything.

- A campus security officer's powers to arrest are the same as any other citizen's.

- Criminal liability refers to criminal penalties that can be imposed for a wrongful act. For example, to carry a loaded weapon concealed in your jacket is a violation of the law; the criminal penalty for that offense in a fine or jail sentence or both.

- Civil liability refers to lawsuits that private citizens bring against each other.

- Negligence and law violations by a guard may also cause the campus to be held civilly responsible.

- A campus security officer **is not obligated** to make an arrest. When he/she does make an arrest, it is a citizen's arrest.

- In order for a campus security officer to make a **misdemeanor** arrest, an offense must be committed or attempted in his presence and he must see it committed or attempted.

- In order for a campus security officer to make a **felony** arrest, a felony must have been committed, and the campus security officer must **believe** the person he is arresting has committed the offense.

- When a person is arrested, he is called a suspect until the court finds him guilty or innocent.

- When a campus security officer makes an arrest, he must tell the person he is arresting that he is under arrest and what the charges are.

- Reasonable force, in an arrest situation, means just enough force necessary to overcome resistance to the arrest.

- If a suspect does not feel free to walk away, he may claim he was under arrest.

- A campus security officer should never touch a suspect except to place him under arrest.

- A campus security officer may search for weapons only - and only when he has cause to believe that the person he is arresting may possess a weapon.

- A suspect may not be searched for weapons until he is actually arrested.

- If contraband or stolen items are discovered while searching for weapons, those items should be left on the suspect. When the suspect is turned over to the police, the police should be notified of the discovery.

- If a citizen's arrest has been made legally, the police must take the arrestee into custody.

- The campus security officer who makes the arrest will be recorded as the arresting party.

- Traffic direction should be performed with the campus security officer in plain view using clear and visible gestures and hand signals.

- Parking enforcement should be uniform and consistant without prejudice, favor or ill will.

5. Administer the Final Exam. Have trainees write their answers on the "Campus Protective Services" answer sheet. If they fail the first time, have them go back and correct their answers, but be sure they review the material again.

II INTRODUCTION

The term "Campus Security Officer" (CSO) is used throughout the course. However, this training applies to all uniformed employees of a campus security/police department. The course is designed for persons employed on a campus in a security capacity. These persons do not have peace officer status and may be titled; cadets, security assistants, community service officers or parking officers. Also, the manual uses masculine terms such as "he" and "his". These terms are used strictly to make this study guide easy to read. The masculine is meant to include the feminine.

Figure 1

Interpretations in the text concerning laws of arrest and searches are intended to aid you in making proper decisions. They are not intended as precise or complete summaries of law. **You should be completely familiar with your campuses policies and procedures regarding arrest, search and seizure, use of force, and parking control..**

STUDY QUESTIONS

Study the text and answer questions 1 - 62 on your scratch paper. The answers are in the back of the booklet on page **48**.

III THE ROLE OF THE CAMPUS SECURITY OFFICER

A campus security officer is not a police officer. Campus security officers do not have the same job duties as police officers; they do not have the same training; and they do not have the same powers according to law. Any campus security officer who pretends or even implies that he is a police officer is committing a crime. A person found guilty of impersonating an officer could be punished by a fine or imprisonment in the county

jail. Campus police officer's are empowered by the law to have peace officer authority. Your job is to assist campus police, municipal police or the sheriff with security services. The campus security officer's main responsibility is to protect the property and persons he is assigned to protect. The campus security officer's role is to protect by knowing how to prevent problems. Enforcing laws is not the campus security officer's job; it is a police officer's job.

The campus security officer should be highly visible to discourage those who might be considering theft or damage or assault. It is necessary to listen, watch, and be alert to notice intruders. A sign that a campus security officer is doing a good job is when violations do not occur. If a serious violation occurs, he does not charge in. Instead, he stays calm, observes, and calls the supervisor campus police or the local police for help.

Now answer these questions on your scratch paper.

Q.1 What is the primary role of the campus security officer?

(a) Enforce the law.

(b) Protect property and persons on the campus.

(c) Act like a police officer.

(d) Arrest law breakers.

Q.2 A campus security officer is the same as a peace officer.

(a) True

(b) False

Q.3 What is the responsibility of a campus security officer before a crime has been committed?

(a) Detain and punish.

(b) Stay out of sight until a crime is committed.

(c) Prevention.

(d) Seizure.

Q.4 It is against the law for you to:

(a) Arrest someone.

(b) Protect property.

(c) Observe and report.

(d) Make someone think you are a police officer.

A police officer must enforce all local laws on or about the campus. If any law is broken he is required to pursue and arrest the person responsible. That is not the case for a campus security officer. A campus security officer is assigned to protect specific people and property. This may include detecting some of the same offenses that would cause a police officer to act, such as burglary. It would not include other offenses such as motor vehicle violations or narcotics.

For example, if you were on duty at a parking lot booth and you observed two teenagers having an auto race down a road outside the campus, you would not try to arrest them. You may decide to report it to the police if a telephone is near or on the radio. But you are hired to protect the campus parking lot, not to arrest speeders. In fact, you should be a little suspicious of any activity which may draw you away from your post. It could be a decoy to distract you by someone who wants to enter the place you are protecting. Remember, police enforce laws; campus security officers are primarily concerned with protecting persons and property on the campus. The campus security officer may be responsible for maintaining certain campus rules set by the college/university administration. This could include requiring employees to show their badges when entering the dorms or inspection of brief cases when leaving the campus library. Your supervisor or campus security officer coordinator will give you instructions on maintaining campus rules. Remember, if you are a student these rules apply to you. Just because you are employed by the campus/police/security department does not mean you are above campus rules.

Now answer these questions on your scratch paper.

Q.5 You are standing guard inside the bookstore and you observe two men coming out of a bar across the street and starting to fight. Should you try to break up

the fight? What should you do?

Q.6 You are assigned to the bookstore to stop shoplifting and to generally keep order in the store. Two students get into a fight at the checkout stand. Should you try to break up the fight? What should you do?

Notice the difference between the situations in Questions 5 and 6. In the first case, it does not relate to your responsibility. In the second, it does.

The campus security officer's concern is to protect persons and prevent damage or destruction to campus property. The key word is **prevention**. For example, if you spotted some young people trying to climb a fence to enter a football game, you should shout at them to leave. Do anything that might prevent them from coming on the property. You should not hide until they cross the fence so you can arrest them.

If you are not able to prevent a violation, the next step is to **observe** and **report**. You should observe carefully and immediately report it to your supervisor and the police.

SITUATION	CAMPUS SECURITY OFFICERS ROLE
Before the crime	————— PREVENTION
After the crime	————— OBSERVE AND REPORT

If a serious offense has been committed such as robbery, burglary, or battery, you will need help to apprehend the suspect. Call the police immediately. Even police who are trained to make forceable arrests do not work alone.

Here are some examples:

You are patrolling the campus buildings at 2:00 a.m. and see two armed adults entering the receiving dock. (You should observe and report.)

While you are guarding the bookstore, an adult male suddenly runs out of the store. Ten seconds later, the bookstore manager runs to you and says there has been a robbery. (You should observe and report.)

You are patrolling a parking lot. A student loads books and a backpack in a station wagon parked in the lot and goes back to class. The windows of the wagon are open and three boys are gathered around the station wagon looking in. (You should act in a preventive role.)

You are on guard in a student store. An employee showing class rings to a student is called to the phone and leaves the student alone with the display box of rings. (You should act in a preventive role.)

Now answer the questions on your scratch paper.

Q.7 What is the campus security officer's role **before** an offense has occurred? What does he do **after** an offense has occurred?

Q.8 While on duty in a parking lot, you surprise two men who appear to be breaking into an automobile. When they see you, they turn and run. What should you do?

Q.9 It is 7:00 p.m. and, while making your rounds in the administration building, you notice two strange cars parked just outside the main entrance. It is almost dark and the lights haven't been turned on yet. What do you do? Do you turn on the yard lights or leave them off to see what happens?

IV RELATIONS WITH THE CAMPUS OR LOCAL POLICE

Your job is made easier if you have a good relationship with the campus or local police. In most cases you work directly for the campus police/security department. They can help you do a good job. Likewise, if you do your job right, you will be of help to them in an arrest. Never play "cop". You don't have the training for it and you don't have the legal authority to do the same things a police officer can do. Also, playing "cop" can antagonize the local police and hurt your relations with them. It can also alienate you from the students, staff and faculty you are paid to protect.

Because of your uniform, radio and other gear, many people will think you are a campus police officer. Do not do anything to encourage this idea, and, if the opportunity arises, tell them you are not a police office, but a campus security officer.

If the police ask for your help in an emergency such as during a fire or crowd control, cooperate with them, but don't push yourself on them. If police are present, do not chase suspects unless specifically asked to by police.

A police officer is charged with enforcement of the laws on the campus or in a city or county. A campus security officer is responsible for protecting only specific property or persons on the campus.

V OBSERVATION AND REPORT WRITING

In a sense, you are a paid observer. As mentioned before, your first duty is prevention. If an offense is committed, your next duty is to observe and report. You will have to report what you saw to the police, and you may have to write a report for the campus authorities.

Facts are the actual events you see or hear. Conclusions are beliefs that you or others may decide on about persons as a result of knowledge of certain facts. The police and / or the campus administration are interested in the facts. With proper facts, they can reach their own conclusions. For instance:

Fact: A[illegible] came around the corner in the science building, I saw two men kneeling at the science lab door. One was holding an instrument which looked like a crowbar. They saw me, stood up quickly, and said they were just walking by and had seen some tool lying in front of the door. The door showed markings around the lock. Both men were dressed in dark clothing and had black paint or grease on their faces.

Conclusion: They were trying to break into the science lab.

Here are some more facts and conclusions:

1. He was walking inside a fenced area, looking at the dock.
2. He was weaving back and forth and almost fell down twice in the two minutes I observed him.

1. He was wandering around trying to find something to steal.
2. He was drunk and couldn't even walk right.

3. He got into the car and tried to start it.	3. He tried to steal the car.
4. She picked up the class ring examined it, placed it in her purse, and walked directly to the north exit.	4. After she stole the class ring, she tried to get away by the north exit.

It will take some practice to become a good observer and report facts instead of conclusions. In writing your report, remember to include who, what, where, when, how, and names of witnesses.

Now answer these questions on your scratch paper.

Q.10 A campus security officer's duties are nearly the same as those of a police officer. true/false

Q.11 If the police request your assistance in an emergency, you should:

(a) Tell them your duties are different so you can't help.

(b) Go to their assistance.

(c) Wait until you determine if they really need help.

Q.12 In order to maintain a good relationship with campus or local law enforcement, students, faculty and staff you should:

(a) Never play "cop".

(b) Cooperate with police if requested.

(c) Both a and b.

Q.13 Beside each of the following statements write **F** if it is a fact or **C** if it is a conclusion.

(a) _____ He was trying to kill her.

(b) _____ She stole the ring from the counter.

(c) _____ He ran to the fence.

(d) _____ He opened the window and entered.

Q.14 What six points should be included in reports?

VI QUESTIONING PERSONS

The limits to your powers to question people before an arrest apply to questioning people in a public place, such as a public street or parking lot. Your powers to question a person are greater on private property such as a bookstore, dormitory, or football field A campus security officer is an agent of the campus and, as such, can excersise the campuses right to ask people on the property what they are doing there, what their names are, etc. If they refuse to answer your questions or if their answers are not satisfactory, you can ask them to leave. If they do not leave, they are trespassing and you can call the police to have them removed. Since questioning persons on campus is a frequent occurance, check with your supervisor for an explanation of the campus policy for trespass.

The campus also has the right to establish certain regulations which may not be a part of the Penal Code. For instance, if an employee shows up for work drunk, he is violating a company rule. The campus authorities may want him sent home or may wish to fire him. That is between the employer and the employee, but has nothing to do with the police or public law. If the employee is asked to leave and refuses, he may be found guilty of breaking the public law against trespassing.

Another thing you can do on campus is to stand in a person's way to prevent him from entering an area. For instance, if someone is trying to go into a computer center without authorization, you may physically prevent it. Be sure to check with your supervisor regarding the way he wants you to handle violation of campus rules and violation of public laws.

Now answer these questions on your scratch paper.

Q.15 On campus property, your powers to question are:

(a) Less than on public property.

(b) Greater than on public property.

(c) The same as on public property.

Q.16 Employees are told they may not enter the computer center without their badges. An employee shows up without his badge and tries to enter. He is violating:

(a) A company rule.

(b) A public law.

(c) Both a company and public law.

Q.17 If you ask the employee in question #16 to leave and he refuses, is he violating a public law?

CONTACTS WITH PERSONS ON CAMPUS

A campus security officer may contact several persons on campus during a tour of duty. Most of these contacts involve the officers primary role service to students, staff and visitors. Occasionally, a campus security officer must contact persons who are acting inappropriately. These contacts can be classified into one of three categories: consensual encounters; detentions; and arrests.

If the person contacted is totally free to leave and does not have to cooperate with the campus security officer, then it can be considered a consensual encounter; **EXAMPLE**; informing a person they can not park in the visitors lot; giving directions; telling students they must turn down a loud radio.

VII LOITERING AND TRESPASSING

The most common problem the campus security faces deals with persons that come onto campus without permission. These persons, commonly referred to as trespassers or loiters have been a long-standing problem with campus officials. Many states have adopted special laws to help campus officials deal with unauthorized persons on campus.

Most states have trespassing laws. Generally, the laws require that a notice or sign be posted waning persons not to trespass. Trespass laws also require that the person be told he is trespassing and that he must leave the property. If the person does not leave than he may be subject to arrest.

Several states have laws preventing "loitering" about any school. Loiter means to delay, to linger, or to idle about any such school or public place without lawful business for being present. Simply coming onto campus and looking odd will not be interpreted by the courts as loitering. The general rule is that the person must be actually interfering with the peaceful conduct of the campus.

To make a better case against a loiterer the officer should:

a. write down exactly when and where the officer saw the person and write down exactly what the person was doing.
b. write down the times and dates when the person was contacted and asked to leave.
c. write down if the person was involved in any criminal activity and if the person was observed committing criminal acts on or near the campus.

The information should be given to a peace officer or campus official. A campus security officer should not make an arrest for trespassing unless the officer has been specifically given the authority to make the arrest.

The action taken by the campus security officer will depend on what the suspect is doing and where he is doing it. A person walking in the parking lot during normal school hours generally may not be considered a trespasser. A person reading in the library not bothering anyone generally may not be considered a trespasser. In most cases campus security officers must be more tolerant of the actions of students than the actions of non-students. Students have legitimate business on campus.

A person setting at the College presidents desk in the college president's chair without the president's permission may generally always be considered a trespasser. A campus security officer should consider the following when contacting a person for trespassing;

1. Is the person a student or non-student.
2. Does the person's continued presence in the area pose a threat to the peaceful operation of the campus.
3. Is the person in an area open to general access by students or the general public.
4. Are signs or other notices posted in a conspicuous place notifying persons not to trespass in the area.
5. Has the person received a warning about trespassing in the past and how recent was the warning given.

6. Does the campus security have the authority to make contact with trespassers or is he/she expected to observe the person and report the situation to a supervisor/police officer.

Now answer these questions on your scratch paper.

Q. 18 You are patrolling a parking lot open to students, staff and the general public. You see a young man with a book bag standing near the driveway during normal school hours. You should:

(a) arrest the man for trespass.
(b) call a police officer immediately and have the young man arrested.
(c) do nothing, the young man has not done anything suspicious.
(d) ask the young man for identification and if he refuses arrest him.

Q. 19 You are assigned to the kiosk near the staff parking lot. You see a young man with a book bag enter the staff men's rest room. A faculty member comes to you and complains that this "student looking person" should be told not to use the staff rest rooms. You should;

(a) wait until the person leaves the rest room. Ask him if he is a student and if he is, advise him not to use staff rest rooms.
(b) immediately enter the rest room, ask the person if he is a student and if he is, arrest him.
(c) wait until the person leaves the rest room. Ask him for an identification card with his photo on it and if he refuses to ID himself, arrest him.
(d) do nothing. Rest room patrol is never the job of a campus security officer.

VIII INSPECTIONS

Figure 2

Sometimes on campus, you are asked to inspect students belongings. This is not a search. Always make sure that the campus has notified the students first. When inspecting, never touch the student and never touch the students belongings. Ask them to open their brief cases or book bags, and then look inside. If you can't see the contents because of something in the way, ask the student to remove the obstruction. Never do it yourself. If the student should hand you an item, politely refuse. You can look anywhere, including into cars, book bags, and purses, but you should not touch anything. This type of search is always done with the student's cooperation. If the student does not cooperate, you should get his name, student number, license number, and description; then make a full report to the campus administration. This may be a matter for student discipline.

Now answer these questions on your scratch paper

Q.20 You are asked to inspect personal belongings of students leaving the library. This has been announced to all students. What are the two key rules to remember about inspections?

Q.21 A student leaving the library walks up to you and hands you his brief case for inspection. What should you do?

Q.21 You are walking through the parking lot and observe campus property on the rear seat of a car. Are you legally allowed to look into auto windows in the campus parking lot?

IX LIABILITY

Actions based on poor judgment can lead to legal problems for both you and the campus. You must, by law, avoid certain actions. These liabilities (legal responsibilities) will be presented in this section.

Criminal Liability

The power to arrest lies with all citizens. A campus security officer arrests with the same power as any other citizen. However, because the campus security officer wears a uniform, it implies authority that can lead to misunderstanding and abuse.

Arrest is a form of control by one person over the actions or freedoms of another. Abuse of this control could produce serious results. Any person who makes an arrest, whether a police officer, citizen, or campus security officer, is open to possible criminal or civil suits.

Criminal liability refers to the responsibilities you assume because of your involvement in enforcing laws. You can be fined and jailed for a wrongful act performed in the line of duty. This is called criminal liability. Some acts by campus security officers for which criminal responsibility can result are:

Intimidation — Using threats of physical harm or frightening arrested persons if they do not cooperate or confess to a crime.

Excessive Physical Force — In an arrest, the law only allows the use of force that is necessary to prevent escape and to protect yourself. It is assault or battery if you use more force, striking, or physical violence than is necessary or reasonable. If excess force is used against a suspect, causing him to feel he is in personal danger, the suspect can legally defend himself.

Use of Unauthorized Deadly Weapons — Becoming a campus security officer does not entitle you to carry a weapon. There are some weapons such as knives, brass knuckles, or sawed-off shotguns which cannot be carried at all. Others, such as

handguns, batons, and chemical agents (mace), may be carried only if authorized by the campus and with proper state permits. To carry a handgun on your job, you must have a current firearms permit from the Bureau of Collections and Investigative Services. Check with your local law enforcement agency regarding permits to carry batons and chemical agents (mace). **It is illegal to carry certain weapons without a permit.** Also, carrying of certain weapons such as knives, brass knuckles, or sawed-off shotguns is a criminal offense, and under no circumstances may be carried.

False Arrest — It is against the law to arrest or cause an arrest of a person you do not believe committed an offense. The good faith error may be excused in criminal court, but you, your employer, or client may still be sued for false arrest.

Civil Liability

In the preceding section, criminal liability had to do with conduct for which you could be fined or jailed. Under civil liability you can be held financially responsible for a wrongful act and sued for damages. Civil action can be filed against you for acts which are also criminal. All persons have the right to seek damages through civil action if it can be shown they were wrongfully arrested, detained, or injured. For example, a convicted thief who was wrongfully abused while in custody may sue.

The campus security officer must understand that he is a representative of the campus. Negligence and wrongful acts by the campus security officer may also cause the campus to be held responsible. A suit might be brought against the campus security officer and the campus. A visitor to the campus or a student, staff or faculty member who is mistreated or falsely arrested can bring a civil suit for damages against all of those believed to be responsible. Even if a civil suit is not successful against the campus security officer or the campus, the action may be costly to defend.

A campus security officer who is expected to make arrests should receive positive instruction and training from the campus. The campus security officer who works mainly in a preventive role can rely on good judgment and use caution when faced with an arrest or detention situation.

Every person must be accountable for his acts. Acts of a campus security officer in an arrest situation are easy to defend when good judgment and good faith are used. A

campus security officer must not be afraid to act in an arrest situation, but must use restraint and good judgment.

Now answer these questions on your scratch paper.

Q.23 Telling a suspect "you'd better start talking or you'll be sorry," is an example of _____.

Q.24 Can you carry a gun if you are a campus security officer without peace officer status?

Q.25 _____ liability refers to the rights all individuals have to sue or bring legal action. _____ liability has to do with public laws.

X ARREST CONCEPTS

At no time are you, as a campus security officer, obligated to make an arrest. You may be right at the scene when a violation occurs, but you do not have to make the arrest. Your first responsibility is prevention. After a crime has been committed, your next responsibility is to observe and report. **The purpose of this training is not to encourage you to make more arrests, but to teach you the law as it relates to arrest so you will know what you can and cannot do under the law.**

In addition to the law, there are other factors you should consider before making an arrest. Here are a few:

1. Physical size of the suspect. Is the suspect bigger than you? Is he in better physical condition? Is he younger?

2. Is the suspect armed? Could he be carrying a concealed weapon?

3. If you do not arrest the suspect right now, will he get away? Not just leave the scene, but get away completely? If you have a good description and call the police right away, the police will probably capture him.

4. Is the offense major or minor? You should be more concerned with major offenses. If you caught a person setting a fire on a loading dock, you would be more likely to arrest him than children climbing a fence to steal apples from the trees on the campus.

5. Does the offense relate to campus property or persons you were hired to protect? As a good citizen you want to uphold the law, but your first duty is to the campus.

Now answer these questions on your scratch paper

Q.26 While you are on duty at a football game, you see a 12-year old jabbing an ice pick into car tires. Should you first:

(a) Pick him up and throw him out of the parking lot.

(b) Get a good description and find a phone to call police; then keep an eye on him.

(c) Run at him and yell so he'll run away.

(d) Approach him and tell him to stop.

Q.27 A man is smashing tables and chairs in the student lounge. He is about 6'8" and weighs 280 lbs. Should you first:

(a) Run up to him and try to handcuff him.

(b) Shout to other students in the lounge to help you pin the man down.

(c) Get a description and find the telephone immediately to all police.

Q.28 You are patrolling a residence hall. The residence assistant is about to lock up. You notice through the glass door a man sitting in a car, and the motor is running. You can see that he has a shoulder holster. You should first:

(a) Run out to the car and pretend you have a gun and tell him to freeze.

(b) Get description if possible and warn the residence assistant to stay away from the door; then call police.

(c) Run to the door and block it until police arrive.

Q.29 You are working at a dance where everything is quiet. Down the street two men get into a fight. You should:

(a) Stay where you are. You have been hired to guard the dance. You could call police if it doesn't involve leaving your post.

(b) Call to someone to watch the dance while you go break up the fight.

(c) Shout down the street for the men to break it up.

Q.30 You are patrolling a staff parking lot; you see a man spit on the sidewalk. You happen to know that spitting on the sidewalk is an offense. You should:

(a) Place him under citizen's arrest.

(b) Do nothing. He is on public property and has committed a minor offense.

(c) Leave your patrol assignment and tell him he's committed an offense.

XI OFFENSES

The criminal laws of most states lists a large number of behavior that is not permitted. Generally for behavior to be a violation of the law the following must occur:

1. There must be an act a person did or failed to do; (Fail to stop at a stop sign, disturbing the peace, murder)
2. There must be a law commanding a person to do the act or forbidding the person from doing the act; (Penal Code, Vehicle Code, Education Code etc.)
3. There must be some type of punishment given to the person when he/she is found guilty by the court of the act; (fine, jail, prison, death)

Law violation = 1. Act committed or omitted
2. In violation of law commanding or forbidding the act.
3. Punishment for the act.

Most states classify these law violations in at least two categories; misdemeanors and felonies. Misdemeanors are offinses which are ppunishable by a fine and/or a term in jail. A felony is a more serious offense which can be punishable by a longer term in jail or prison, higher fine or in some states death.

Misdemeanor = Fine and/or jail
Felony = Higher fine, longer prison or jail and in some states death.

Some states have other levels of offenses such as infractions, degrees of crimes etc. However all states have divided offenses into at least two major offenses. Check with your campus officials for the different categories of crimes in your state.

Misdemeanors

To arrest someone on one of these charges:

1. The offense must have been committed or attempted.
2. It must have happened in your presence.

Check your state's criminal code, sometimes called the Penal Code, for the exact definition of offenses. Below are some of the more common types of misdemeanors with general difinitions;

Assault	An unlawful attempt to commit a violent injury to another.
Battery	Any willful and unlawful use of force or violence upon another person.
Petty theft	The taking of property of a minor value. Check your criminal code for the value.
Disturbing the peace	Malicious and willful disturbance of another by loud and unreasonable noise
Littering	Throwing waste matter in other than designated containers.
Vandalism	Defacing or damaging property.

Felonies

To arrest someone on one of these charges:

1. The felony must have been committed.
2. You must have reason to believe the person you're arresting committed the crime.

Check your state's criminal code for the exact definition of each felony. Below are general definitions of the more common felonies;

Aggravated Assault	The assault or attempted assault for the purpose of inflicting severe or aggravated bodily injury. Usually accomplished by means of a weapon.
Arson	The willful and malicious burning of property.
Burglary	The unlawful entering of a structure to commit a felony or theft.
Kidnapping	Taking and transporting a person against his/her will.
Robbery	Taking a person's property from him against his will by using force, threats of force and/or by putting the victim in fear.
Rape	Sexual intercourse by means of force and against the will of the person being raped.
Murder	The unlawful killing of a human being by another human being with malice aforethought.

Now answer these questions on your scratch paper.

Define the following crimes based only on the information you are given.

Q.31 Two men grab an employee getting out of his car in the parking lot. They shove

him into their car and start driving away.

Q.32 Two persons approach a man leaving a classroom late at night and stand in front of him saying, "Hand over your wallet and you won't get hurt."

Q.33 An ex-employee of the bookstore waits in her car until the manager closes the building and walks toward his car. She steps out of her car, points a gun at him, and fires three shots, killing the manager.

Q.34 A man is angered because another man was dancing with his girl friend. He waits outside the door with a large board. When the other man comes out of the building he swings the board, hitting him in the face.

Q.35 Two secretaries get into an argument over pay raises. One of them leaves the argument to go to the rest room. The remaining secretary, still angry, hides behind a large bookcase and as the first person returns, attempts to push the bookcase on top of the other person. The bookcase misses the person.

Q.36 A student who has purchased two candy bars from the book store leaves them on top of a table in the cafeteria while he talks to two friends at a table across the room. While he is gone someone walks up, takes the candy bars and walks off.

Q.37 A person is sitting in the student lounge. At 5:00 p.m. the campus security officer starts to lock up for the night and asks the man to leave. The man refuses, so the campus security officer asks the man for whom he is waiting. The man replies, "None of your business." Again the campus security officer asks the man to leave. He refuses.

Q.38 An angry lab tech pours lighter fluid in a trash container in the chemistry lab and throws in a match.

Q.39 You walk up to a classroom at 2:00 a.m. and observe two men break open a door and begin to load a pickup truck with computers. When they see you, they turn and run.

XII ARRESTS BY CAMPUS SECURITY OFFICERS

Although your normal responsibilities include **prevention** of problems and **observation** of detail after an offense, there may be rare occasions when you consider it necessary to arrest. You should be completely familiar with your campus's arrest policy before you make an arrest. If you don't know your school's policy, find out.

WHEN IN DOUBT - DON'T

Campus security officers that do not have peace officer powers have no more authority to make an arrest than a private citizen. An arrest made by a campus security officer is called in most states a citizen's arrest or a private person's arrest. The general definition of an arrest is to deprive the person of his liberty by legal authority. An arrest may be made by a citizen or a peace officer.

A police officers role is to arrest people and put them in jail or as they say on the street "TO HOOK AND BOOK".

A campus security officer should prevent crime and when that can't be done, the officer should observe and report. To put it a more simple way you should WALK AND TALK.

The laws for private person's arrest vary somewhat from state-to-state. Most states however will allow a private person to arrest another

1. For a public offense committed in his presence.

Example of a Misdemeanor Offense:

If you observed a person picking up a rock and throwing it through a plate glass window, that person could be arrested. Breaking a window is an offense, and you know that he committed the offense because you saw him do it. On the other hand, consider this case. You hear a plate glass window break and rush to the front of the building to see a group of teenagers laughing and milling around. Two of them point to one of the others and say, "He did it." You would not have grounds for arrest. It appears an offense has been committed but you did not see anyone do it.

Remember: To arrest someone for the commission of a **misdemeanor**, the offense must be **committed** or **attempted** in your **presence.**

Example of a Felony Offense:

You're patrolling the dormitory complex and you see an apartment door open. You look inside and see that the place has been burglarized. As you leave the apartment, you see two men carrying large bundles of assorted valuables to a waiting van. They see you and speed up. You call for them to halt but they load up the van and are in the process of getting into the front seat. You would be justified in arresting those men. On the other hand, consider this: You are told by a dorm resident that he's been burglarized and you see two men walking towards a van with the motor running. The men look around furtively but are carrying nothing. You should get descriptions and observe and report.

Remember: To arrest someone for the commission of a felony, a felony must have been committed and you must have reasonable cause for believing that the person you are arresting committed the felony.

Look at the following incidents and decide if you have grounds for arrest; answer the questions on your scratch paper.

Q.40 You are making your rounds on the campus and come to a pickup truck parked at the curb. In the back of the truck are two color t.v. sets in their crates. The two men in the truck look suspicious.
According to law, can you arrest these men?

Q.41 You are on guard in the Life Science building and you observe a suspect pouring what appears to be gasoline on the ground by some animal cages. As you approach, he lights a match and throws it on the ground in the area where he has poured the liquid, igniting the area.
According to law, can you arrest this man?

Q.42 According to law, which of the following conditions must exist before you can make a misdemeanor arrest?

(a) The suspect must admit the crime.

(b) The crime must have been committed or attempted in your presence.

(c) Someone told you the suspect did it.

Q.43 According to law, which of the following conditions must exist before you can make a felony arrest?

(a) The felony must have been committed and you have reason to believe the person you are arresting committed the crime.

(b) You think a crime has been committed and the person you are arresting is the only person around.

(c) A citizen tells you he thinks someone was just assaulted.

XIII ARREST TECHNIQUES

According to our legal system, a person is innocent until proven guilty. It is up to the court to decide if a person is guilty, not the police, not the district attorney, and not a citizen. When a person is arrested, he is called a suspect. He is considered a suspect until the court finds him guilty or innocent. Therefore, do not refer to an arrested person as the "criminal," the "offender," the "robber," the "murderer," the "burglar," or any other term which assumes his quilt. You can say "he," "she," "they," "this person," or the "suspect" because none of these terms imply guilt.

If you should happen to be in a situation where an arrest may be called for, you should tell the person that he is under arrest and what the charges are. For instance, "You are under arrest for burglary." Once you have said these words the suspect may or may not cooperate. If the suspect resists and tries to escape, you must decide whether to use reasonable force. You may ask as many persons as you feel necessary to aid you in making the arrest.

XIV USE OF FORCE

If a suspect resists arrest, you are allowed to use reasonable force to subdue him. Your supervisor may not want you to use any force to detain the suspect. In some cases he may only want you to be a good witness only and not arrest. Reasonable force means the use of force necessary to overcome resistance. If the suspect submits willingly, no force is necessary. If a suspect should resist arrest, remember that the only force allowed is that which is necessary to overcome the resistance. Examples of excessive force would be knocking an unarmed suspect unconscious when he is only trying to

leave the scene. Handcuffs may be used on persons who have resisted or with suspects you think may try to resist or escape, and only with the permission of campus officials.

A person who is detained for questioning in an investigation is not necessarily under arrest. Where the person voluntarily responds to questioning and is not actually restrained (e.g., free to go at any time) he is considered detained. At the point when this person is no longer free to go and is subject to force or restraint if he attempts to leave he is considered under arrest.

Telling a suspect that he is under arrest makes it clear to him that he is under arrest. However, there are also other actions that may make a suspect feel he is under arrest. If, because of your uniform, badge, hat, or actions, the suspect concludes he must answer your questions or is not free to walk away, he may claim he was under arrest.

Let's look at an example.

> It is 11:00 p.m. and a campus security officer is making his rounds of the Maintenance department gates and finds Gate #5 is open. There are pry marks on the chain that normally holds the gate closed. About 50 yards from the gate is an old pickup truck parked by the side of the road. The hood is up and two men are bent over looking at the motor. The campus security officer walks over to them and says, "All right, you guys. What are you doing here?" One of the men responds, "What's it to you, pal?" The campus security officer answers angrily, "Look, you better tell me what you're doing here or you're in real trouble!" Neither man replies. One of them gets into the driver's seat and turns over the engine. The campus security officer then asks, "Didn't you hear what I said?" The other man says, "Leave us alone." The campus security officer moves to the front of the truck and grabs the man's arm, stating, "You guys aren't going anywhere until you answer a few questions."

Analysis: Finding the gate open with pry marks on the chain does not necessarily mean that a crime has been committed. There are a number of possible explanations short of forced entry. Next, there is nothing to tie the two men to forcing the gate open except that their truck was nearby. The campus security officer cannot demand that

the men answer his questions. The campus security officer's attitude, tone of voice, uniform, badge, could easily make the men believe that they were under arrest. If the campus security officer refused to let them leave and if it turned out that they had nothing to do with forcing the gate, the men could sue the campus security officer for false arrest.

This is what the campus security officer should have done:

He should have examined the condition of the gate carefully, recorded the license number of the truck, and obtained a description of the two men. Next, he should have secured the gate and reported its condition to his supervisor, being careful to watch for other suspicious activity. He may or may not decide to talk with the two men. He might enter into a friendly conversation with them asking if they have seen anyone near the gate. If they are not cooperative, there is nothing the campus security officer can do except observe closely. The campus security officer should never touch another person except to place him under arrest.

Remember the part about friendly conversation? Although you cannot demand answers from a person, you can always engage in casual conversation with anybody.

Here's a better approach:

> "Hi, got car troubles?" One of the men replies, "Yeah. This darn thing shorts out every once in a while." The campus security officer then asks, "Say, have you seen anybody around the gate?" The men reply, "No, we haven't seen anyone except you." The campus security officer says, "How long have you been here?" "Oh, maybe five minutes." "Well, thanks for your help. If you need to call for road service, I can make the call for you." "Thanks anyway, but we'll get it going." The campus security officer then walks away. He may not have gotten much information, but he had a chance to observe each man closely and check their activities without running the risk of bad public relations or a false arrest suit.

Now answer these questions on your scratch paper.

Q.44 What should you say to a person you are arresting for burglary?

Q.45 Once you have decided to detain someone against their will, do you have to place them under arrest?

Q.46 If you are struggling with a suspect trying to get him under control and there are a number of bystanders, what does the law say you can do?

Q.47 Under what conditions may "reasonable force" be used against a suspect?

XV SEARCHING THE SUSPECT

You should try to avoid searching a suspect if at all possible and only search when you are permitted by your department. There are laws which protect the rights of suspects when being searched. This section will explain what you should and should not do.

Never search a suspect until you have arrested him. You are not allowed to search someone first, trying to find evidence to make an arrest.

The court in a California case expressed their views on private persons searching arrested suspects for contraband. In 1978, the California Supreme Court decided in People v. Zelinski (24 Cal 3d. 357) that after a private citizen makes an arrest, he may search the person arrested only for offensive weapons. A private citizen may not search another for stolen merchandise or drugs.

In all cases in all states campus security officers have been permitted to search a person arrested for weapons for his safety. When campus security officers began searching for things other than weapons, they may be on shaky ground. Check with your campus officials for the policy and procedure for searching persons.

When you see someone steal something you have been hired to protect, you may first arrest him by telling him he's under arrest for theft and then physically detain him for the police to search. You should not give the suspect an opportunity to dispose of the item taken.

If the suspect tells you he's going to shoot you, you have reason to believe he has a weapon and you have the right to search him. If you have any reasonable cause to believe you are in physical danger by detaining the suspect, you may search him for weapons only. Remember: You may search for only one thing — weapons. You may not search for drugs or other illegal items.

METHOD OF "FRISK" SEARCHING FOR WEAPONS

To frisk, you move to the rear of the suspect and run your hands over the outside of the clothing. Pat those areas where a weapon might be concealed. You may remove something that feels like a weapon. However, you must not remove other articles that do not feel like weapons.

The frisk should be done quickly and, if possible, with another campus security officer standing by. Practice the frisk on your partner by having him conceal a small object.

A frisk is nothing more than a quick check to see if the suspect has a weapon in the obvious places. Don't relax after the frisk or take your eyes off the suspect. He may still have a weapon you did not find.

During a search, you may discover illegal items also called contraband. The most common type of contraband is narcotics. If you discover contraband while you are searching for stolen property, leave it alone and tell the police when they arrive.

Now answer these questions on your scratch paper.

Q.48 According to the text, you should:

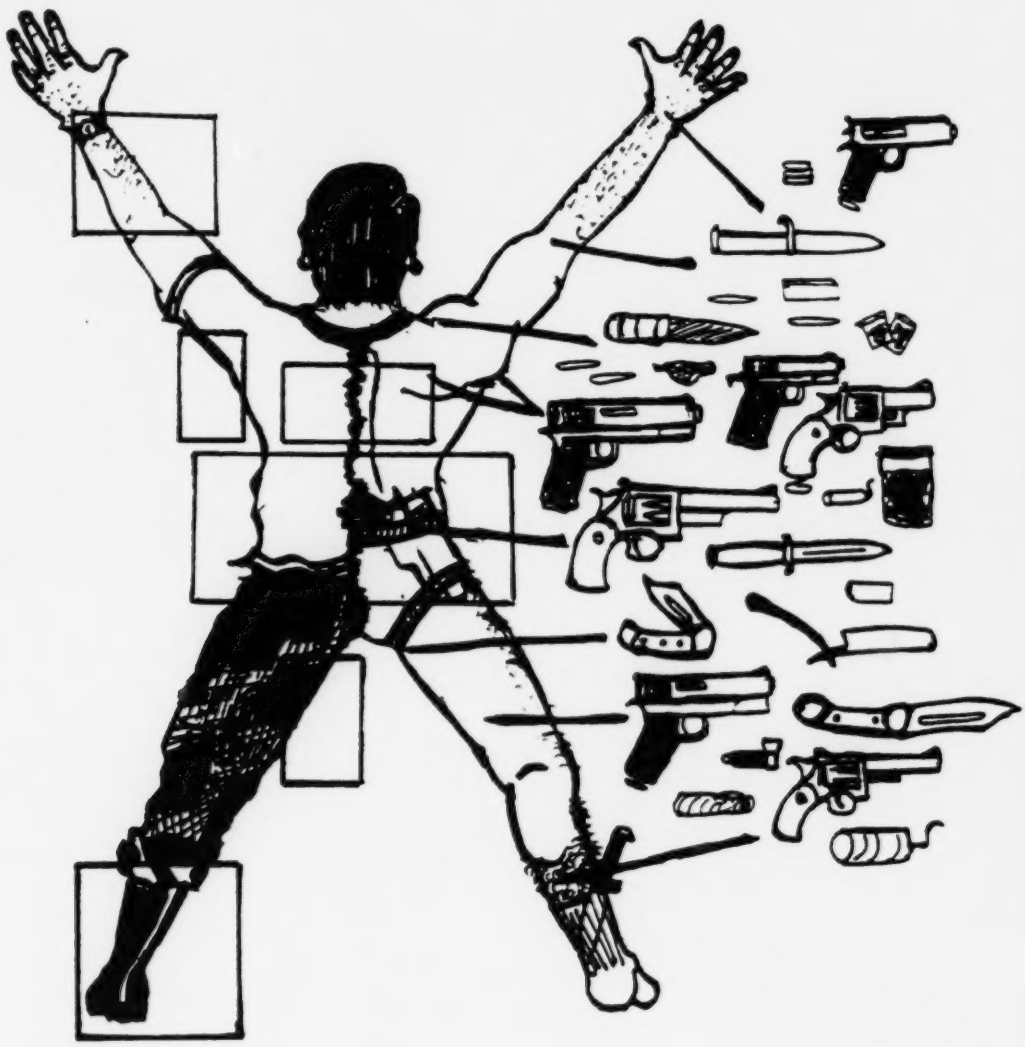
(a) Not search a suspect unless you have reason to believe he has a weapon.

(b) Search all suspects immediately.

(c) Search only those persons suspected of major crimes.

(d) Search only those persons with a police record.

SEARCH LOCATIONS



35

Q.49 What must you do before you search a suspect?

(a) Cuff the suspect.

(b) Arrest the suspect.

(c) Tie his hands over his head.

(d) Write your report.

Q.48 A frisk by a campus security officer is a search for:

(a) Weapons only.

(b) Stolen property only.

(c) Weapons or stolen property.

(d) Anything.

XVI DISPOSITION OF THE SUSPECT

After you arrest someone, you must turn him over to the police as soon as possible. You should make a note of the time when you make the arrest and the time you call the police. If you delay too long in calling the police in order to confine or question the suspect, you may be guilty of an illegal detention. Reasonable delays are all right. For example, if you had to walk a half mile to the nearest phone or to wait at your post for your partner to come by, these would probably be called reasonable delays. However, if a phone is handy and you wait an hour before calling, it could be considered an unreasonable delay.

POLICE RESPONSIBILITY

If you have made a legal arrest, the police should take custody of the suspect. Custody means "to take charge of". If the suspect is accused of a serious offense, the police will probably take the suspect to the station. If the suspect is charged with a less serious crime they may release him on a citation. The police may also decide that no crime was committed and simply release the suspect after talking to him/her.

The police will take your statement of what happened, so you should take care to observe as many factual details as possible. They will also investigate to collect evidence. You may be asked to testify at a hearing or trial or you may be asked to testify before a student personnel officer or before a campus hearing panel.

If the suspect is charged with a misdemeanor (such as trespassing, petty theft, or disturbing the peace), you will be recorded as the person making the arrest. No one can arrest a suspect for a misdemeanor unless they actually saw it happen. For a felony, the police usually make the actual arrest, even if they do not witness the felony. If you arrest a suspect, you will call the police. When they arrive, turn the suspect over to them and make your statement.

Other things you will be expected to do if you make a misdemeanor arrest include:

1. Meet with the district attorney (usually the next day) to discuss the case with him and give a sworn statement regarding what happened.
2. Attend the suspect's hearing.
3. Testify at the suspect's trial.
4. Make a statement to campus officials for a discipline hearing.

Now answer these questions on your scratch paper.

Q.51 How soon must you turn a suspect over to police after an arrest?

Q.52 Would it be lawful if you held a suspect for two hours so your supervisor could question him before you called the police?

Q.53 If you have made a lawful arrest, the local police:

(a) Must take custody of the suspect only if the crime is a felony.

(b) Must take custody of the suspect only if the crime is a misdemeanor.

(c) Must take custody of the suspect regardless of whether the crime is a misdemeanor or a felony.

(d) Can refuse to take custody of the suspect.

Q.54 If the crime committed is a felony, who will make the arrest?

Q.55 What three things will probably be required of you after making an arrest?

XVII TRAFFIC CONTROL

Campus security personnel may be assigned to direct traffic and are expected to indicate to drivers and pedestrians how, when and where they may move. This presents the immediate problem of communicating what the campus security officer wants them to do. If they do not understand the campus security officer, the job of maintaining the flow of traffic and preventing congestion, especially at times and places when traffic is heavy, becomes almost impossible.

The instructions given in this section are concerned only with how to make a campus security officer's meaning clear to drivers and pedestrians.

The moving traffic situation is usually such that telling drivers verbally what the campus security officer wants them to do is hardly ever practical. A campus security officer must use a type of sign language and this language must be clearly understandable to all persons to be directed. A campus security officer could, of course, use many different kinds of signals for starting, stopping, or turning lines of traffic. However, if the signals were to differ from those used by other officers, drivers would probably fail to understand them and ignore the campus security officer altogether.

Therefore, it is important for the efficient direction of traffic that the officers use uniform gestures and signals. Moreover, the signals should be able to be seen over a fairly long distance.

The campus security officer should let drivers and pedestrians know that he is the man who will tell them what to do. The campus security officer must also know how to tell them to stop, start, and turn by using gestures alone.

The campus security officer should let people know that he/she is in command of the traffic situation by standing where they cannot fail to see you. (Fig. 4) Normally this is in the center of the intersection. Stand as though you mean business. Do not leave the impression that you have been caught in traffic yourself and are simply waiting for a chance to get out. Stand straight with your weight the same on each foot. When you are not signaling let your hands hang at your sides. When you authorize vehicles to move, do not face them. Stand so that your side is toward the on coming vehicle.

Two gestures are used to stop traffic. The campus security officer should first, point

his/her arm and index finger and look straight at the driver to stop. Watch him and hold this position until he sees you, or at least until he has had plenty of time to do so. Then, raise your pointing hand (but not your whole arm) so that the palm is toward the driver. Hold this until he stops.

You must stop traffic from both directions to permit traffic on the cross street to move. Because you cannot look both ways at once, stop the traffic coming from one side first, then that from the other. After you have halted traffic with one hand, hold that hand in the stop position and turn to the other side and repeat the process. Do not lower either arm until vehicles approaching from both ways are halted.

To start traffic moving, place yourself so that your side is toward the line of traffic to be started. Point with your arm and finger toward the vehicle you want to start. (Fig. 5) Hold it until you get the attention of the driver. Then, with your palm up, swing your hand up and over to your chin. Bend your arm only at the elbow. (Fig. 6) If you get the attention of the driver first by pointing you will have to make the second gesture only once. After traffic has been started from one side, drop that arm and start traffic from the other side in the same way. Use the same signals to give the go-ahead to slow and hesitant drivers.

Right Turn. Signals for a right-turn movement usually are not required at an intersection. When such signals are necessary, the arm you signal with will be determined by the vehicle's direction. If it approaches from the right, point toward the driver with your right arm. Allow the driver sufficient time to see your gesture and then swing your arm to point in the direction he is to go. Keep pointing in that direction until he begins the turn.

Approach From Left

If the car is approaching from your left, point with your left arm. When the driver sees your pointing gesture, swing your arm in the direction he is to go. Because of your position you will not be able to make a complete swing with your arm. If you prefer you may bend your left arm at the elbow and with your thumb and forearm indicate the direction the driver is to take.

Left Turn. In directing left-turning traffic you may first have to halt traffic in the lanes

Figure 4

Figure 5

Figure 6

Figure 7

through which the turning car must cross. If the left-turning vehicle is approaching from your left, give the stop signal with your right arm to stop traffic in the lane through which the turning driver is to pass. Hold the stop signal with your right arm and then make the turning gesture with your left arm. If the car approaches from your right, turn around so that you face toward the direction the car making the left turn is to go. Halt traffic with your right arm and give the turning gesture with your left as described above.

On a street with only one available moving traffic lane in each direction, one driver wishing to make a left turn can delay many cars behind him unless you handle this movement properly. If traffic is approaching the left-turning vehicle from the opposite direction, he cannot make his turn until there is a gap in it. While he is waiting, signal him to move into the intersection close to you so that the cars following him can continue straight through or make right turns. Point your finger at him, motion him to move forward, and then point to the place on the street where you wish him to stop. (Fig 7) As soon as he begins to move, signal the cars behind him to move straight through or turn right. Permit the left turn when there is a natural break in the opposing traffic or stop the opposing traffic and signal for the left turn.

Two-Officer Traffic Direction

Sometimes there is a need for two officers at a busy intersection or control point. One of the two officers must originate all signals and gestures. In other words, one man is the leader and makes all decisions as to changes in traffic flow. His companion assists him by helping to make those decisions known.

Hand control of automatic traffic signals is sometimes required. If the traffic light control box is located in a conspicuous place, take a position behind the box which will indicate to drivers that they are to obey the lights rather than you. Otherwise motorists will look to you for directions and disregard the lights.

Allow plenty of time between changes of direction. Make sure that one movement is halted before the opposing line of traffic is allowed to move. If it becomes necessary during a movement to supplement the traffic light signal by arm signal or gesture, step away from the control box to complete this signal. In this way the driver can distinguish your signal from that of the traffic light. When the maneuver is completed, return to your position at the control box.

If the traffic light fails to provide sufficient control of traffic movement, turn it off, take the proper position in the intersection and direct traffic flow manually until the movement can again be adequately controlled by the light.

When you leave the control box temporarily, be sure to lower carefully the manual button and cable. Repeated bumping of the manual button against the control box support or jerking the cable by letting the manual button drop from your hand to step out into the street to clear up a temporary tie-up, will eventually put the manual control out of order.

The whistle is used to get the attention of drivers and pedestrians. It is used as follows:

1. One long blast with a STOP signal.
2. Two short with the GO signal.
3. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.

Be judicious in the use of your whistle at all times. Whistle blasts directed toward pedestrians usually need not be as shrill as those to command the attention of motorists.

The voice is seldom used in directing traffic. Arm and hand gestures and your whistle are usually sufficient. There are numerous reasons why verbal directions are not used. Verbal orders are not easy to give or to understand, and they are often misinterpreted which may create a hazardous situation. An order which is shouted may antagonize the motorist.

Occasionally a driver or pedestrian will fail to understand your arm signals. When this happens move reasonably close to the person and politely and briefly explain your command.

Now answer these questions on your scratch paper

Q.56 Where should you stand when directing traffic?

(a) On the sidewalk next to the roadway.

(b) In the center of the roadway.

(c) Behind your vehicle.

(d) In the roadway next to the curb.

Q.57 When is your voice used to direct traffic?

(a) At all times.

(b) Only when the motorist fails to obey your hand signals.

(c) The voice is seldom used.

(d) The voice is never used.

Q.58 Hand signals and gestures

(a) Should be different for each officer.

(b) Should not be seen for more than 20 feet.

(c) Should be uniform and seen for long distances.

(d) Should only be used at night.

XVIII PARKING CONTROL

General

Road Space is for Movement

The purpose of an institution of higher education is to serve students. The role of the campus security officer is to facilitate instruction by assisting with parking control. Enforcement action should be taken without favor, malice or ill will. The main purpose of our streets and highways is to move traffic. The purpose of both the automobile and the roadway is to increase the mobility of the campus population. Use of road space for safe, orderly movement of vehicles takes precedence over use for storage of vehicles. Parking, or vehicle storage, therefore, while a necessity, is also a privilege and must be regulated by campus officials. Drivers who want to use the road for transportation must be able to do so safely and conveniently, and the limited amount of roadway available for parking vehicles must be assigned for use in a fair and impartial manner.

Intent of Regulations and Restrictions

Parking regulations and restrictions are designed to insure the best use of available campus facilities when the limitations of existing laws and ordinances. Proper supervision and enforcement of these restrictions results in more efficient use of facilities and promotes habitual compliance and respect for other forms of traffic control.

Enforcement action against parking offenses is important because of the many problems that result when parking practices are unregulated and haphazard. The most obvious of these problems is in the reduction of street capacity for vehicle movement. Another is the unfair use of street space by persons who use the street to store their vehicle for a day or longer period, and deprive others of an opportunity for short period use. Uncontrolled parking practices penalize the majority of street users and create a hazard in the event of fire and other emergencies. Parking confusion and delay contribute to the cost of operating the campus and may adversely affect the instructional program. The problem of adequate space to store motor vehicles becomes more serious as time goes on. Off-street parking lots and garages do help, but with the parking problem growing constantly more serious, the enforcement of restriction on time, place and manner of parking will be an important campus police function.

The campus security officer should be **completely** familiar with campus parking rules and regulations before beginning enforcement. A poorly or improperly written citation can create a tremendous amount of ill will and bad public relations.

The campus security officer should make every attempt to familiarize him/herself with special parking situations. For example, the campus president, may have invited other campus presidents for a special meeting. The president may have reserved a certain lot for his guests. It would create considerable bad public relations if a campus security officer issued citations to persons who parked in the lot because he/she was not informed about the special arrangements. **When in doubt — Ask!**

Types of Parking Offenses

There are four distinct types of parking offenses; each requires a somewhat different method of observation.

1. Time limitation on use of the parking space.
2. Places where parking, standing, or stopping is prohibited part or all of the time. (parking decals, restricted lots etc.)
3. Manner in which a vehicle must or must not be parked.
4. Purpose for which a vehicle is parked.

Each of these types of parking offenses are discussed separately.

Assignment to Parking Enforcement

Know your department's guides.
When you are first assigned to parking enforcement tasks, learn the orders and procedures of your department which apply to parking enforcement.

Know the legal guides.
A knowledge of orders and procedures of your department and the laws relating to parking on your campus will better equip you for your assignment.

Plan your enforcement schedule.
The number and type of regulations to be enforced, area to be covered and time available must be kept in mind when working out your schedule. The most efficient approach to enforcement of time or decal restrictions is to organize your patrol so that you can follow a continuous route without backtracking. Obtain a campus map and note the area to which you are assigned. Mark on it the locations of the different regulations to be enforced. Indicate the time zones, metered and sign-posted zones, the zones for commercial vehicle and passenger loading. Mark the location of other special parking restrictions. Use this map as a guide to determine the route best suited for supervision and enforcement. Plan your route so opportunity to detect violators is maximized. For example, 30 minute limits are covered two times an hour, 60 minute metered and sign-posted zones are covered every 60 minutes. Two-hour zones should be covered every 90 minutes. Allow a reasonable amount of time for other activity which is certain to occur during your patrol, lot patrol, such as assisting students etc. A good way to estimate time requirements is to plan on a three to five m.p.h. overall speed while covering your assigned area.

Impartial Enforcement

Conflicting interests.
Enforcement of parking restrictions is not as simple a task as it may appear. Numerous interests are involved. On every campus there are many and often conflicting interests over when, where or how long parking is to be allowed along the curb or special lot assignment.

Students and staff expect parking opportunities close to the classroom. Faculty want parking permitted in front of their classrooms, and commercial truckers request

special zones for curb loading and unloading of merchandise. Sanitation and campus safety requirements sometimes necessitate that curb areas are cleared of all vehicles.

The importance of a correct understanding and proper appreciation of the parking enforcement task cannot be overemphasized. For many residents and visitors of your campus the "parking problem" is confined to their ability to find a place on the street to park or to store their motor vehicle.

Some people feel they are too busy or their needs are too important for them to be bothered with obeying parking regulations. Others feel that the street and curb space in front of their class or office is for their private use. Still others will plead that they were not parked but simply stopped for a few moments.

STEADY IMPARTIAL ENFORCEMENT APPLIED IN ALL SUCH CASES USUALLY WILL REDUCE OR ELIMINATE PROBLEMS ARISING FROM SUCH ATTITUDES.

Poor Compliance Areas

Spot checks.
In some metered or special lots you may find observance is relatively poor as compared with that in other areas. Attempt to cover more often those areas where violations are frequent until a reasonable level of compliance is obtained.

Don't however, get into the habit of completely ignoring areas where obedience to metered time limits is high. You may limit your activity in these areas to inspections made while traveling to and from highly congested areas, but unless potential violators occasionally see you take enforcement action, voluntary observance of the regulations will not remain at high levels. In certain areas of high congestion or poor compliance you may find that making spot checks on foot is more efficient. In some areas, foot patrol may be the most efficient method of parking enforcement. Generally, however, the use of a three-wheeled vehicle will permit coverage of large areas in a minimum time. Such a unit allows for good mobility, permits the availability of radio communications, and enables you to operate as a fully equipped patrol officer.

Record Your Activity
Some departments require a record or a log of visits to each lot or section. Such a log may be in the form of rough notes on a pad which tell you at what times you were at

particular locations. On some campuses the log is part of a daily activity report. This log is particularly useful for making occasional spot checks of nearby areas. Guesswork is eliminated, and the exact time when checks are made is available. Routes can be varied when a careful log is kept and an irregular pattern will prevent people from anticipating your presence at any given time or place.

Temporary Emergencies

Emergencies of one kind or another may interrupt your enforcement routine. Fires, accidents, traffic congestion, and hazardous offenses committed in your presence are some of the events that can put you off schedule. During such emergencies assist as directed by your supervisor or in accordance with your training.

You may receive a parking control assignment in connection with special events. Your task during these affairs usually is to prevent the parking of vehicles in restricted areas or in a manner which blocks lanes and streets which must be kept free from movement of vehicles and pedestrians.

Weather Conditions and Patrol

Weather conditions, for the most part, should not hamper parking enforcement activities. Rain can make enforcement more difficult. Roadway markings may be covered with water, preventing motorists from seeing the planned patterns for parking. Vehicles may protrude into traffic lanes because they cannot be parked close to the curb. Under these conditions enforcement policies will need to be adjusted as directed by your supervisor.

Enforcement Techniques

Most parking violations present little difficulty in determining whether enforcement action is required. For example, a car with no valid decal is rather obvious and should receive the appropriate enforcement action. Your biggest problems arise in connection with less obvious violations. Such "close ones", if looked at one way are violations, while from another viewpoint they are not. However, certain factors arise so frequently in connection with parking violations that they warrant a special discussion.

Tolerance is the allowance an officer makes to insure that his judgment is correct.

Enforcement tolerances are normally established through directives issued by your department or supervisor. Sometimes tolerances are identified through oral instructions and are not put in written form. In either event, talk with your supervisor and determine the tolerances for different parking violations on your campus. When properly used, tolerances give you a feeling of confidence in taking enforcement action.

Time is one element in parking violations. The time requirements encountered most frequently in parking violations are those that specify the length of time a vehicle may park at a given place. Time periods permitted may vary in length from 10 minutes to 12 hours. A problem encountered in enforcing these regulations is selecting a reliable method to estimate the length of time a car has been parked at a given location. Parking meters are the most widely used means of measuring time as it relates to this form of parking restriction.

Visitors. Most off-campus drivers today anticipate the existence of campus parking ordinances, especially when signs are posted giving notice to everyone who can read. What these drivers do not know is whether your ordinances are enforced against visitors. Drivers are aware that some campuses, at the request of the administration, routinely excuse visitors from compliance with time limit parking regulations. Other campuses arrange to have their police place a "courtesy notice of violation" on visitor's cars found parked in violation of a time, place or manner requirement.

If you do not have department guides, it is best to ask. The purpose and effect of parking enforcement is the same for all drivers regardless of status. A visitor's car can monopolize a parking space to the exclusion of others as effectively as that of any other person.

Taking Enforcement Action

Enforcement action in connection with parking violations involves a number of considerations not usually encountered when dealing with moving violations. Your enforcement action should be without the influence from friends or enemies. You should never allow personal relationships to influence your decision to enforce the rules or to not enforce the rules. You are always faced with two basic decisions:

1. You must decide what action will most likely discourage repetition of the violation in the future.

2. You must decide whether or not the location of the parked vehicle is sufficiently hazardous to require its removal.

Most of your enforcement action in connection with parking violations will be in the form of "hang-on" citations for no valid decal. Some types of parking violations such as stopping too long in loading zones are best handled by ordering the driver to move on. Warning notices of violation in parking enforcement are sometimes used to introduce new parking regulations or stepped-up enforcement of certain regulations because of increased congestion. Physical arrest is rarely used in parking enforcement. One good reason is that the driver will seldom be found at the scene and his identity will have to be discovered later. Removal and impoundment of the vehicle is authorized when the vehicle is obstructing the flow of traffic or when it constitutes a hazard. Towing becomes a routine practice in some areas which are posted as tow-away zones, such as freeways and major traffic arteries during rush hour. Never tow a vehicle without permission of a supervisor.

Issuing citations for parking violations differs from the procedure followed in other types of violations. Most of the time the driver of the vehicle is not present. You obtain the information required to complete the citation from the vehicle itself, such as the vehicle registration plate or vehicle license. Because the only positive means of following up violators who fail to appear is through the vehicle registration plate, be particularly careful to record the number both accurately and legibly. This also helps circumvent a practice which is common in some areas, in which a driver erases his registration number and writes in that of a nearby vehicle, to which he affixes the doctored citation in hopes that its driver will pay the ticket. If your copy of the citation is clear, the discrepancy should be noticed at the time the ticket is paid. When you have completed the citation, fasten the violator's copy to the car securely. Normally you will fasten it to the door handle, windshield wiper arm or radio antenna.

Parking enforcement is a major function of a campus security officer or parking control officer. Most faculty, staff or students will complain there is not enough parking spaces close to classrooms and/or offices. The campus security officer can not create more parking, but can insure that parking regulations are followed and thus discourage persons from taking unauthorized spaces or from blocking streets, aisles and driveways. You should contribute to a fair consistent parking program.

Now answer these questions on your scratch paper.

Q.59 Parking regulations and restrictions are designed to:

(a) Generate income for the campus.

(b) Insure the best use of available facilities within the limitations of existing laws and ordinances.

(c) Create the impression the campus police department is ever vigilant and always on its toes.

(d) Give the campus security officer something to do.

Q.60 If you see several cars with "E" plates and parking decals from other campuses parked in a restricted faculty lot you should:

(a) Issue all vehicles citations.

(b) Tow all vehicles.

(c) Issue warnings to all vehicles.

(d) Check with your supervisor to see if special parking arrangements have been made for the vehicles.

Q.61 Before you issue citations you should:

(a) Know your campuses parking rules.

(b) Determine what the citation quota is for your shift.

(c) Pre-sign all your citations.

(d) Tow the vehicle.

Q.62 The following factors should be considered when issuing a parking citation.

(a) Your relationship to the violator.

(b) Your animosity towards the violator.

(c) Your professional relationship.

(d) None of the above.

XIX STUDY QUESTION ANSWERS

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1. b
2. b
3. c
4. d
5. No. You may call police as long as you do not have to leave your post.
6. Yes. Ask persons for assistance — and have someone call police.
7. Prevention. Observe and report.
8. Observe and report.
9. Turn on lights in order to prevent a crime. You are not there to trap suspects into committing a crime.
10. f
11. b
12. c
13. c, c, f, f
14. Who, what, where, when, how, names of witnesses.
15. b, greater on private property. Your employer may want you to question employees.
16. a
17. Yes. Trespassing.
18. c
19. a. Take the least intrusive action.
20. Never tough the student, and never touch belongings.
21. Refuse to take it, but ask him to open it.
22. Yes, but do not enter the car . Call your employer.
23. Intimidation.
24. No. You must also have a firearms qualification card issued by the bureau if you are not sworn.
25. Civil — Criminal.

26. d
27. c. If you feel you would be jeopardizing your health by attempting to stop the man, get police help.
28. b. Do not endanger your life to get description — make sure you are protected.
29. a
30. b
31. Kidnapping, a felony.
32. Robbery, a felony.
33. Murder, a felony.
34. Assault with a deadly weapon, a felony.
35. Assault, a misdemeanor.
36. Grand theft, a felony.
37. Trespassing, a misdemeanor.
38. Arson, a felony.
39. Burglary, a felony.
40. No. You do not know a crime has been committed.
41. Yes, for arson.
42. b
43. a
44. "You are under arrest for burglary."
45. Yes.
46. Ask for assistance.
47. When the suspect may try to escape or resists arrest.
48. a. Search only for weapons.
49. b
50. a
51. As soon as possible.
52. No.
53. c
54. Either you or the police may make the arrest.

55. a. Meet with the district attorney.
    b. Attend the suspect's hearing.
    c. Testify at the suspect's trial.
56. b
57. c
58. c
59. b
60. d
51. a
62. d

CAMPUS SECURITY OFFICER TRAINING COURSE
FINAL EXAM ANSWER SHEET

APPLICANT _____
INSTRUCTOR _____
DATE _____

PLEASE MARK ALL OF YOUR ANSWERS WITH AN X (Example: A B C D)

1. A B C D
2. A B C D
3. A B C D
4. A B C D
5. A B
6. A B C D
7. A B
8. A B C
9. A B C D
10. A B
11. A B
12. A B
13. A B
14. A B
15. A B
16. A B
17. A B
18. A B
19. A B C D
20. A B
21. A B C D
22. A B C D
23. A B C D
24. A B C
25. A B
26. A B C D
27. A B C D
28. A B C D
29. A B C D
30. A B
31. A B C D
32. A B
33. A B C D
34. A B
35. A B C D
36. A B C D
37. A B C D
38. A B C D
39. A B C D
40. A B C D

CAMPUS SECURITY OFFICER TRAINING RECORD

THIS IS TO CERTIFY THAT THE ABOVE APPLICANT HAS BEEN INSTRUCTED IN THE CAMPUS SECURITY OFFICER TRAINING COURSE AND THAT HE HAS PASSED WITH A SCORE OF 100%

INSTRUCTOR'S SIGNATURE

CAMPUS SECURITY OFFICERS SIGNATURE

CAMPUS SECURITY OFFICERS NAME (PRINTED)

CAMPUS SECURITY OFFICER TRAINING COURSE

FINAL EXAMINATION

DIRECTIONS: Write your answers on the *ANSWER SHEET* provided.

DO NOT MARK ON THIS TEST

1. The campus security guard's role *BEFORE* an violation has been committed is to:
    a. watch and wait
    b. prevention
    c. apprehend and detain
    d. observe and report

2. What is the campus security guard's role *AFTER* an offense has been committed?
    a. watch and wait
    b. search and seizure
    c. observe and report
    d. apprehend and detain

3. Acting by your statements and uniform in such a way as to make someone think that you are a peace officer is:
    a. Illegal and should never be done
    b. Permissible under special circumstances
    c. perfectly acceptable
    d. dangerous

4. You are patrolling a campus parking lot and you see two people trespassing near a car on a lot. You should first:
    a. arrest them for trespassing
    b. prevent them from leaving and call the police
    c. politely ask what they are doing
    d. ignore them

5. Campus security officers have the same power to arrest as:
    a. Police officers.
    b. Private persons (citizens).

6. Who can make a felony arrest?
    a. A peace officer
    b. A campus security guard
    c. Other private persons
    d. Any of the above

7. If a campus security officer uses too much force to make an arrest, he may be sued and/or have criminal charges filed against him.
    a. True
    b. False

8. When arresting a suspect for suspicion of burglary, you should say:
    a. "I am making a citizen's arrest."
    b. "You are under arrest for suspicion of burglary."
    c. Both a and b

9. When you are not sure whether to detain or arrest you should:
    a. Observe and report and not detain or arrest.
    b. Detain the suspect until the police get there.
    c. Search the suspect to find evidence to arrest him.
    d. Arrest the suspect for a misdemeanor.

10. If the suspect looks bigger and stronger than you, would that be a good reason for a campus security guard not to make an arrest by himself?
    a. Yes.
    b. No.

11. Can you search people before arresting them?
    a. Yes.
    b. No.

12. You are working as a campus security officer at the bookstore. The book store manager thinks that some employees are stealing books. He asks you to search their cars in the parking lot. Are you legally allowed to search their cars?
    a. Yes.
    b. No.

13. Are you allowed to reach in through an open car window to take out books that may have been stolen?
    a. Yes.
    b. No.

14. When you make an arrest, you should call the police?
    a. After everyone has left the area.
    b. Without delay or as soon as possible.

15. As a campus security officer, are your duties the same as a peace officer's?
    a. Yes.
    b. No.

16. In our legal system, innocence or guilt is decided only by a court.
    a. Yes
    b. No

17. Are you, or any other private person, legally required to arrest a suspect once you have seen him commit a crime?
    a. Yes.
    b. No.

18. Can a you search a person to try to find enough evidence to arrest him?
    a. Yes.
    b. No.

19. What police procedure is followed when a suspect is taken into custody?
    a. They take the suspect to the station and book him.
    b. They write a citation on the spot and then let him go.
    c. They submit reports to the district attorney for handling.
    d. Any of the above depending upon the offense.

20. Can yousstop persons and ask them why they are on campus?
    a. Yes.
    b. No.

21. A *FELONY* crime is generally considered to be:
    a. A misdemeanor.
    b. A major crime.
    c. An infraction.
    d. A mistake.

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22. A *MISDEMEANOR* crime is generally considered to be:
    a. A felony.
    b. A minor crime.
    c. An infraction.
    d. A mistake.

23. As a campus security officer, you are meeting a primary responsibility when you:
    a. Observe safety hazards.
    b. Observe security violations.
    c. Report safety hazards and security violations.
    d. Do all of the above.

24. A campus security officer's authority to question people on private property owned by the school/college/university is:
    a. Greater than that of private parties.
    b. No more than any private person.
    c. The same as a peace officer.

25. The two conditions that must exist before a felony arrest can be made are: 1) that a felony crime must have been committed: and 2) you must have reason to believe the suspect actually committed the felony crime.
    a. Yes
    b. No

26. You witness a woman setting fire to a building. The offense she may have committed is:
    a. Arson.
    b. Burglary.
    c. Theft.
    d. Disturbing the peace.

27. A non-student comes into the cafeteria and is making obscene remarks and trying to start fights. The campus security officer on duty asks the man to leave, but he refuses. The offense he may have committed is:
    a. Arson.
    b. Burglary.
    c. Theft.
    d. Disturbing the peace and trespassing.

28. A person breaks into the student health center late at night and takes several bottles of pills. What offense may have been committed:
    a. Arson
    b. Burglary
    c. Theft
    d. Robbery

29. A student's boyfriend waits in the parking lot at her car. When she arrives he hits her. What offense may have been committed?
    a. Battery
    b. Verbal assault
    c. Theft
    d. Robbery

30. Does a campus security officer have the absolute right to carry a gun?
    a. Yes.
    b. No.

31. When searching a suspect, you may search for the following:
    a. Weapons only, when you have reasonable grounds to believe the suspect has a weapon.
    b. Contraband (narcotics).
    c. Personal property and identification.
    d. Anything that is in his or her pockets.

32. A woman tells you, "The kid tried to kill the bus driver with a metal pipe." This statement is:
    a. A fact.
    b. A conclusion.

33. A person who has been arrested for robbery should be referred to as:
    a. The criminal.
    b. The suspect.
    c. The robber.
    d. All of the above.

34. You should not arrest a person for a misdemeanor unless that person has committed the offense in your presence.
    a. True.
    b. False.

35. A campus security officer in the library is told by a librarian that a woman leaving the store has stolen a book. The campus security officer runs after the woman, grabs her arm, and arrests her.
    Who may be held responsible if the woman decides to sue?
    a. The campus security officer.
    b. The college administration.
    c. The librarian.
    d. All of the above.

36. When directing traffic the campus security officer should:
    a. Stand alone on the side of the road.
    b. Stand in the center of the street.
    c. Stand behind the traffic control sign.
    d. Stand behind your vehicle.

37. Gestures and signals should:
    a. Be seen from a long distance.
    b. Rapid and short.
    c. Different for each officer.
    d. Different for each shift.

38. The following are factors to be considered before writing a parking citation.
    a. The relationship of the violator to the campus security officer.
    b. The age of the violator.
    c. The demeanor of the violator.
    d. None of the above.

39. A campus security officer sees several vehicles with "E" license plates and staff decals from other campuses parked in a restricted lot near the president's office. The campus security officer should:
    a. Tow all vehicles.
    b. Issue citations to all vehicles.
    c. Put the "Demer Boot" on each vehicle.
    d. Check with a supervisor to see if special parking arrangements had been made for the vehicles before he/she does any of the above.

40. Before issuing parking citations a campus security officer should:
    a. Know the parking rules and regulations.
    b. Be sure none of his/her friends are parking illegialy.
    c. Look for persons with "bad attitudes."
    d. Always issue citations to students only.

STOP

This is the end of the final test

Please double check your answers, then turn your materials in to the person administrating the course.

APPENDIX

SAMPLE GENERIC POLICY

"STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT"

SAFETY FOR THE COLLEGE/UNIVERSITY COMMUNITY

This document is published in accordance with Section 201 P.L. 101-542 as amended by P.L. 102-26 the "Crime Awareness and Campus Security Act of 1990".

CRIME REPORTING PROCEDURES
20 U.S.C. 1092 A

Working together, security at _____ is everybody's business. No
name of institution
community, of course, can be totally risk-free in todays society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. _____ maintains a police/security department with personnel
name of institution
available hours a day. A person may report any criminal action or any other emergency at any time, day or night by calling _____/911 or by coming in person to the campus police/security department located in the _____
location of department

ACCESS TO CAMPUS FACILITIES
20 U.S.C. 1092 B
BUILDINGS

Most campus buildings are open from _____ to _____ . All _____
name of institution
students and staff members have been issued identification cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours must obtain permission for that date and time from the department chairperson or supervisor, and notify the police/security department of their presence.

Many campus rooms and areas are protected by intrusion alarms. Before entering such areas, the police/security department should be called.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. College/University staff (police, security, maintenance) will check many of the areas of the campus during off hours but the primary responsibility for security lies with the user.

KEYS

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Lost keys must be reported immediately to one's supervisor and to the Facilities Services department.

Keys should never be loaned to other staff members or students. Police/security personnel will confiscate any keys which have not been specifically issued to a particular individual. Unauthorized duplication of college/university keys is a crime and/or violation of the institution/s policy.

COLLEGE/UNIVERSITY PROPERTY

No college/university property may be removed from the campus without expressed written permission from the department chairperson or area supervisor. Unauthorized removal of college/university property from the campus is a violation of the institution's policy and/or a violation of the law and may be prosecuted by the college/university.

COLLEGE/UNIVERSITY POLICE/SECURITY SERVICES
20 U.S.C 1092 C

It is the policy of the _____ Board of Trustees to protect the
name of institution
members of the total college/university community and to protect the property of
_____ Under the general direction of the _____
name of institution *Title of Administrator*
the _____ police/security department shall insure that reasonable
name of institution
protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

STATEMENT FOR DEPARTMENTS FULL POLICE POWERS

College/university police officers shall comply with the law relative to recruitment and training of state peace officers. College/university police officers have peace officer authority pursuant to state law. They receive the same training as a municipal police officer or county deputy sheriff and they have the same authority on or about the campus as a municipal police officer or the county deputy sheriff.
The college/university police/security department receives reports for all incidents occurring on campus and is responsible for investigating all campus crime.
NOTE: State what if any crime reporting and/or investigations are completed by the local law enforcement.

STATEMENT FOR PEACE OFFICERS WITH LIMITED AUTHORITY

Campus police officers have peace officer authority pursuant to State law. They receive peace officer training as prescribed by law. (Specify type of training received) They have the same authority on or about the campus as a municipal police officer or county deputy sheriff. Campus officers receive reports for all/most crimes accruing on campus.

The _____ city/county law enforcement department receives and investigates
name of local dept.
all/major crimes.

STATEMENT FOR NON-SWORN OFFICERS

_____ employs parking/security officers with training specific to
name of institution
parking and security. Parking/security officers are not peace officers.
NOTE: Specify training

_____ also uses students/security aids/police cadets. Cadets etc.
name of institution
are selected because of their interest in public safety. Cadets etc. are enrolled in administration or justice/criminal justice/etc. classes and receive specialized training in campus police/security operations.

M.O.U. WITH LOCAL PD/SO

_____ has a formal memorandum of understanding with the
name of institution
police/sheriff department to request assistance for incidents that require resources not

available to _____ and will summon the assistance of other agencies
name of institution
to provide services for incidents that require special resources.

CRIME PREVENTION
20 U.S.C. 1092 D/E

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of _____ to inform students and staff, in a
name of institution
timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students through this brochure and through student publication. _____
name of publications
are/is student publication/s. Staff are informed through in-house memos or bulletins and regularly published newsletters.
Another critical element of a campus safety program is training. The college/university

police/security department, the _____ sponsor programs on various
name of institution
topics ranging from sexual assault awareness to substance prevention.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be **ALERT, SECURITY CONSCIOUS, AND INVOLVED**. Call college/university police/security 555-5555/911 whenever you see suspicious behavior.

CRIME STATISTICS
20 U.S.C. 1092 F

Statistics concerning the occurrence on campus of the following crimes will be inserted into the brochure on an annual basis beginning 9/1/91:
(DEFINITIONS BY THE FBI "UNIFORM CRIME REPORTS")

MURDER
Murder and manslaughter as defined in the FBI, "Uniform Crime Reports", is the willful (non-negligent) killing of one human being by another.

The classification of this offence, as for all other Crime Index offenses, is based solely on police investigation as opposed to the determination of a court, medical examiner, coroner, jury, or other judical body. Not included in the count for this offense classification are deaths caused by negligence, suicide, or accident: justifiable homicides; and attempts to murder or assaults to murder, which are scored as aggravated assaults.

FORCIBLE RAPE
Forcible rape, as defined in the FBI, Uniform Crime Reporting Program, is the carnal knowledge of a female forcibly and against her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape (without force) and other sex offenses are excluded.

ROBBERY
Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or violence and/or by putting the victim in fear.

AGGRAVATED ASSAULT
Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Attempts are included since it is not necessary that an injury result when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

BURGLARY

The Uniform Crime Reporting Program defines burglary as the unlawful entry of a structure to commit a felon or theft. The use of force to gain entry is not required to classify an offense as burglary. Buglary in Uniform Crime Reporting Program is categorized into three subclassifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry.

MOTOR VEHICLE THEFT

Defined as the theft or attempted theft of a motor vehicle, this offence category includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. The definition excludes the taking of a motor vehicle for temporary use by those persons having lawful access.

OFF CAMPUS CRIME

20 U.S.C. 1092 G

The local police Departments have been requested to provide _____
name of institution
with crime data for the areas surrounding the facilities operated by _____.
name of institution
_____ will notify persons using these facilities when a security
name of institution
problem arises.

ARREST STATISTICS

20 U.S.C. 1092 H

Statistics concerning the number of arrests for the following crimes occurring on campus. State and local statutes vary from state to state and therefore the criminal codes that apply to the campus should be used to define the violations below.

- liquor law violations
- drug abuse violations
- weapons possessions

Data to be collected beginning 8/1/91. Data to be published 9/1/92 for calendar years 91, 90 and 89 and every calendar thereafter.

SUBSTANCE ABUSE

20 U.S.C. 1092 I

In accordance with Public Law 101-226 "Drug Free Schools and Communities Act Amendment of 1989", the Board of Trustees of _____ prohibits the unlawfull possession,
name of institution
use, or distribution of illicit drugs and alcohol by students and employees
on _____ property and as part of any _____
name of institution *name of institution*
sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from _____ or termination from employment
name of institution

for violations of the standards of conduct.

The decision to take disciplinary action in any instance arrests with the Board of Trustees after consideration of the recommendation of Chief Executive Officer of _____.
name of institution

The unauthorized possession, use and sale of alcoholic beverages by anyone

on _____ controlled property is a violation of law and/or a violation
name of institution

of the Standards of Student Conduct. The use, sale or possession on any illegal drug is a violation of state law and any person found in violation may be subject to arrest by Federal, State, local or campus law enforcement authorities. Criminal prosecution os separate from any administrative discipline that may be imposed by the _____.
name of institution

CAMPUS SECURITY OFFICER TRAINING COURSE
FINAL EXAM ANSWER SHEET

KEY

APPLICANT KEY
INSTRUCTOR _____
DATE _____

PLEASE MARK ALL OF YOUR ANSWERS WITH AN X (Example: A B C D)

1. A (B) C D
2. A B (C) D
3. (A) B C D
4. A B (C) D
5. A (B)
6. A B C (D)
7. (A) B
8. A B (C)
9. (A) B C D
10. (A) B
11. A (B)
12. A (B)
13. A (B)
14. A (B)
15. A (B)
16. (A) B
17. A (B)
18. A (B)
19. A B C (D)
20. (A) B
21. A (B) C D
22. A (B) C D
23. A B (C) D
24. (A) B C
25. (A) B
26. (A) B C D
27. A B C (D)
28. A (B) C D
29. (A) B C D
30. A (B)
31. (A) B C D
32. A (B)
33. A (B) C D
34. (A) B
35. A B C (D)
36. A (B) C D
37. (A) B C D
38. A B C (D)
39. A B C (D)
40. (A) B C D

CAMPUS SECURITY OFFICER TRAINING RECORD

THIS IS TO CERTIFY THAT THE ABOVE APPLICANT HAS BEEN INSTRUCTED IN THE CAMPUS SECURITY OFFICER TRAINING COURSE AND THAT HE HAS PASSED WITH A SCORE OF 100%

_____ _____
INSTRUCTOR'S SIGNATURE CAMPUS SECURITY OFFICERS SIGNATURE

_____
CAMPUS SECURITY OFFICERS NAME (PRINTED)